



STATE OF MICHIGAN


JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

March 30, 2005

TO: Owners & Management Agents of Tax Credit Properties
Management Agents of Section 8 and Section 236 Project-Based Properties
Management Agents of Multifamily Assisted Properties

FROM: Sherri Davio, Compliance Manager 
Office of Legal Affairs

SUBJECT: 2004 Year End Reporting and 2005 Tenant Data Collection

MSHDA's Compliance Monitoring is faced with increasing challenges of effectively monitoring a growing portfolio of developments. MSHDA would also like to improve customer service by taking a more proactive role in addressing compliance issues, rather than a reactive role. To enable us to meet these challenges, it was necessary to streamline the tenant data collection process and begin collecting this data on a real time basis.

MSHDA is pleased to announce that conversion to the Microsoft Windows/World Wide Web based application is now substantially complete. The compliance monitoring application for on-line entry of tenant data is now available, and 2004 year-end tenant data should be entered directly into the web application. As previously announced, this on-line process will replace the former method of utilizing the "Tenant Income and Rent Report" (TIRR) or the "Tenant Data Form" spreadsheets. This Memorandum provides complete instructions for accessing the web application, account and user setup and the procedures and deadlines for entering tenant data for 2004 and 2005.

ACCESSING ON-LINE SYSTEM AND USER SET-UP

The compliance monitoring application is a secured on-line system that is located at the following address http://www.michigan.gov/mshda/0,1607,7-141-8002_34213---,00.html or by going to www.michigan.gov/mshda under "Landlords" under "MSHDA's Property Management Admin System".

Each company will have a corporate account created by MSHDA. The key user for this account must then create additional user accounts to grant access to enter tenant data. Instructions for adding new users are located on the website at the address noted above.

DATA COLLECTION METHODS

There are two methods available for entering tenant data using the on-line system. One is to manually enter tenant data. The other method is to use a "csv" file format and upload the information using the on-line system. Instructions for both methods are located on the website at the address noted above.



2004 DATA REQUIREMENTS

For properties that submitted tenant data for the compliance year ending 12-31-03, the tenant information has been entered into the new system, with a few exceptions.

- **MSHDA Bonds** – MSHDA Financed (Taxable Bond, Tax Exempt, 80/20, 70/30, 1%, TEAM)

All activity for 2004 must be entered into the new system using one of the above methods. This includes all move-out, move-in, recertifications, and transfers for both “restricted” and “market rate” units. The required data elements for 2004 can be found in “Attachment A”.

- **Low Income Housing Tax Credit**

All activity for 2004 must be entered into the new system using one of the above methods. This includes all move-out, move-in, recertifications, and transfers for both “restricted” and “market rate” units. The required data elements for 2004 can be found in “Attachment A”.

- **HOME**

All activity for 2004 must be entered into the new system using one of the above methods. This includes all move-out, move-in, recertifications, and transfers for both “restricted” and “market rate” units. The required data elements for 2004 can be found in “Attachment A”.

- **Section 8/236 – MSHDA Financed**

MSHDA will be uploading October–December 2004 TRACS files that were sent to EPS. No data entry will be required for 2004, unless the development has additional funding sources. Information regarding required data entry for 2005 will be provided soon.

- **Pass-Through**

All activity since 09/01/04 must be entered into the new system using one of the above methods. This includes all move-out, move-in, recertifications, and transfers for both “restricted” and “market rate” units. You will have to enter move-in information for all tenants since no tenant information has been entered into the current system.

- **Multiple Funding Sources**

For developments with multiple funding sources, you must follow the most restrictive data entry requirements.

2005 DATA REQUIREMENTS

All data elements listed on “Attachment B” must be entered into the on-line system for all developments except MSHDA financed developments that transmit their tenant data via TRACS through EPS. (Section 8 and Section 236). These data elements will facilitate demographic information requests and will help to ensure that all program restrictions have been met.

DEADLINES

- April 29, 2005 – Corporate Accounts, Unit Numbers, and Survey

By the end of April, a corporate account must be set-up for each management company. In addition, all unit set-up information must be submitted to MSHDA and must be received no later than April 29, 2005. If you access your development in the system and you are unable to view building and unit information, please complete the "List of Unit Numbers" form immediately. This form can be found at http://www.michigan.gov/mshda/0,1607,7-141-8002_26576_26589-80583--,00.html or by going to www.michigan.gov/mshda under "Landlords" under "Compliance For Rental Housing" under "Forms" under "Year End Reports".

Near the end of April, MSHDA will send a survey requesting the status of the data entry process. The results of the survey will help MSHDA finalize the due date for all submissions. MSHDA has set a tentative due date of June 15, 2005.

- June 15, 2005 – 2004 Tenant Data Entry, 2005 Tenant Data Entry (For January – June), and LIHTC Year-End Documents

By June 15th, all 2004 tenant data must be entered into the on-line system. Also all tenant data from January through June of 2005 must be entered. After June 15th, all future tenant activity must be entered into the on-line system on a real time basis.

For Low Income Housing Tax Credit developments the following documentation is due. These documents were also listed in MSHDA's January 4, 2005 Memorandum. This correspondence can be found at http://www.michigan.gov/mshda/0,1607,7-141-8002_26576_26577---,00.html or by going to www.michigan.gov/mshda under "Landlords" under "Compliance For Rental Housing" under "Recent updates".

- Owner Certification
- Utility Allowance Documentation form
- First Year Credit Statement (Must be completed by the owners of all the projects which first claimed credit for 2003 or 2004)
- Common Area Unit Designation Statement (Must be completed by owners of projects which first claimed credit for 2003 or 2004)
- First Year's IRS Forms 8609 (with Part II completed, signed, and dated)
(Must be submitted by owners of projects, which first claimed credit for 2003 or 2004, and by owners who have not previously submitted the IRS 8609(s) to MSHDA)

If you are unable to access the on-line system or have any other questions regarding the tenant data collection requirements, please contact Cassandra Brown at browncas@michigan.gov or at (517) 241-0765.

Attachment A
Required Tenant Data Elements For 2004

MITAS Field Name	TIRR Field Name
Building	Building Number
Unit	Unit #
Effective Date	2004 Cert Date
Transaction Type	Ex. - move-in/move-out/recertification etc
Number Of Family Members	# in Household
Tenant Name	Tenant Name
Tenant SSN	Social Security Number
Tenant Income	Current Annual Income
**Contract Rent	**Total Rent with Subsidy
**Utility Allowance	**Tenant Paid Utilities
**Gross Rent	**Gross Rent (Total Rent + Utilities)
**Tenant Rent	**Tenant Paid Rent
**Assistance Payment	**Monthly Rent Subsidy
Unit Type	Unit Type – Low Income/Market
Student Status	Non-Qual Student – Not a Student/Student/Qualified Student
Assistance Type	Subsidy Type – None/TBA/PBA
Move In Date	Move-in Date
Move Out Date	Move-out Date

** Utility Allowance + Tenant Rent = Gross Rent (GR) = Total Tenant Payment (TTP)

**GR or TTP + Subsidy/Assistance = Contract Rent

Attachment B
Required Tenant Data Elements For 2005

MITAS Field Name	MITAS Field Name
Building	HH Member 3 Age
Unit	HH Member 3 Student Status
Effective Date	HH Member 3 Relationship
Transaction Type	HH Member 4 Name
Number Of Family Members	HH Member 4 Age
Number Of Children	HH Member 4 Student Status
Tenant Name	HH Member 4 Relationship
Tenant SSN	HH Member 5 Name
Tenant Date Of Birth	HH Member 5 Age
Tenant Income	HH Member 5 Student Status
**Contract Rent	HH Member 5 Relationship
**Utility Allowance	HH Member 6 Name
**Gross Rent	HH Member 6 Age
**Total Tenant Payment	HH Member 6 Student Status
**Tenant Rent	HH Member 6 Relationship
**Assistance Payment	HH Member 7 Name
Unit Type	HH Member 7 Age
Student Status	HH Member 7 Student Status
Race	HH Member 7 Relationship
Hispanic Flag	HH Member 8 Name
Next Recertification Date	HH Member 8 Age
Over Income Tenant	HH Member 8 Student Status
Live in Aid	HH Member 8 Relationship
Temp Abs Household	HH Member 9 Name
Homeless	HH Member 9 Age
Special Needs Tenant	HH Member 9 Student Status
Assistance Type	HH Member 9 Relationship
HH Member 1 Name	HH Member 10 Name
HH Member 1 Age	HH Member 10 Age
HH Member 1 Student Status	HH Member 10 Student Status
HH Member 1 Relationship	HH Member 9 Relationship
HH Member 2 Name	Handicapped
HH Member 2 Age	Tenant Date of Birth
HH Member 2 Student Status	Move In Date
HH Member 2 Relationship	Move Out Date
HH Member 3 Name	

** Utility Allowance + Tenant Rent = Gross Rent (GR) = Total Tenant Payment (TTP)

**GR or TTP + Subsidy/Assistance = Contract Rent